

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 131, dated 12.11.2020

(Amended vide Commission's orders dated 28.04.2021 and 02.03.2022)

Sub.: Competitive Examinations / Departmental Examinations – Objective Type and Descriptive Type Examinations – Candidate's Seating Arrangement and entry time of the Candidates – Regarding.

The following orders are issued with regard to the provisions to be made for the seating of candidates in the examination hall for the competitive examinations / departmental examinations to be conducted by the Commission.

- (1) In the case of objective / descriptive type examinations, the seating arrangement shall be made in such a way that the distance between any two candidates shall not be less than three feet.
- (2) In order to ensure effective invigilation during examinations, the number of invigilators appointed shall be such that each invigilator has under his supervision, 20 candidates in the case of objective type examinations and 10 candidates in the case of descriptive type examinations / examinations involving both objective and descriptive type papers.
- (3) Provided that in circumstances that fit the definition of '*force majeure*', seating arrangements, as appropriate shall be adopted, after obtaining orders of the Controller of Examinations (based on instructions of the Commission / Government). However, the number prescribed for each type of examination shall not be exceeded on any account.
- (4) In the case of examinations on more than one subject paper being held simultaneously-
 - (a) Candidates appearing for the examination on different subject papers shall be accommodated in different rooms such that each room shall accommodate candidates appearing for the examination on one particular subject only.

- (b) In any case, the number of candidates placed under the supervision of one invigilator shall be as stated at para (2) above.
 - (c) Even in cases where the number of candidates placed under the supervision of one invigilator falls well below the maximum limit permitted, due to subject-specific accommodation, candidates appearing for different subjects shall not be accommodated in the same room.
- (5) In order to facilitate verification of the identity of the candidates and explanation of the procedures pertaining to the examination, the candidates shall present themselves at the examination venue **one hour before** the time scheduled for the commencement of the examination.
- (6) All gates serving as entry into the examination venue shall be closed **thirty minutes** before the commencement of the examination for Objective and Descriptive type examinations and no one shall be allowed into the venue thereafter (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.00 pm, the candidates should present themselves at 01.30 pm. After that no candidate shall be permitted to enter the premises of the examination venue).
- (7) The candidates shall compulsorily be seated in the examination room **thirty minutes before** the time scheduled for the commencement of the examination **for objective and descriptive type examinations.**
- (8) In the case of descriptive type examinations, the first fifteen minutes after the entry of candidates into the examination room shall be used exclusively for biometric authentication.

K. NANTHAKUMAR, I.A.S.
Secretary